

ADMINISTRATIVE - INTERNAL USE ONLY

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Protection of Removable Magnetic Storage Media

1. Action Requested: Your signature on the attached Headquarters Notice (HN) and memorandum to the Deputy Directors *Independent officers.*

2. Background: The control and accountability of removable magnetic storage media presents Agency managers with an extremely complex problem. The Office of Security (OS) is pursuing a phased approach to solve the problem and establish sound policy for the security of magnetic media. The HN and memorandum are part of the initial phase to develop a cost effective and workable solution. The HN has been fully coordinated with the Information Security Policy Panel. The panel membership includes representatives from OS, Office of Logistics, Office of Communications, Office of Information Technology, and the Directorates for Intelligence, Operations, and Science & Technology. Phase One includes:

- ° Promulgation of an HN reminding employees and managers of their responsibilities.
- ° Briefing ADP Control Officers, Support and Area Security Officers, and System Administrators to identify the problem, explain the HN, address specific concerns and outline responsibilities. This briefing is scheduled for 15 December in the Agency auditorium.
- ° An Agency-wide survey of existing diskettes to determine the scope of the problem.
- ° Instituting the use of a magnetic media request form for diskettes at supply rooms and/or registries. A data base will be maintained by ISSD to track usage and to assist in identifying potential areas of concern.

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3. Phase two involves an extensive review of options for establishing accountability and control mechanisms. Options include an automated accounting and tracking system and use of data file encryption. Costs associated with each option will be reviewed and recommendations presented to the Technical Security Policy Advisory Board.

4. Recommendation: It is recommended ^{Agency wide} that you sign the attached HN and memorandum enlisting ~~director~~ support in addressing the protection of removable magnetic media.

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